



ASSOCIATE AUDITOR Job Description

The [Auditor of Public Accounts \(APA\)](#) is the legislative external auditor for the Commonwealth of Virginia's executive and judicial branches. Our mission is to serve Virginia citizens and decision makers by providing unbiased accurate information and sound recommendations to improve accountability and financial management of public funds. Auditors assist in conducting financial, performance, and compliance audits of state agencies and institutions of higher education, while enjoying award-winning work/life balance. We are looking for mission-driven individuals eager to make a difference in the Commonwealth and motivated to advance with a Richmond Top Workplace employer. Interested candidates should send their resume and cover letter to Christina Hansen christina.hansen@apa.virginia.gov

Job Details

- Demonstrate critical, analytical, and creative problem-solving skills, and sound professional judgement
- Ensure that audit programs and testwork are documented and performed in accordance with applicable auditing standards
- Independently manage workload of assigned audits to ensure completion within budget and meet deadlines
- Obtain an understanding of the audit objectives and concepts
- Demonstrate an understanding of materiality/significance and how it applies to the audit
- Maintain a questioning state of mind and exercise professional skepticism in gathering and evaluating evidence
- Flexible weekly remote and in-person collaboration schedule

Minimum Requirements

- Bachelor's degree or Postbaccalaureate certificate in Accounting
- Strong oral and written communication skills
- Occasional overnight travel
- Ability to work both independently and collaboratively with a team, while remaining engaged in multiple projects
- Working knowledge of Windows and Microsoft Office software, including Word & Excel
- U.S. Citizen or Permanent Resident
- Must pass a background check

Salary and Benefits

- Salary \$52,000.00
- Health and dental insurance and flexible spending
- Life and long-term care insurance
- Retirement and deferred comp savings (and matching)
- 13 paid holidays
- Annual, sick, and personal paid time off



Collaborative



Engaged



Knowledgeable



Professional